Please answer the following questions and submit the application to the GW-CIBER offices via email ([**ciber@gwu.edu**](mailto:ciber@gwu.edu)). Requests for professional development funding will ordinarily be reviewed and decided upon within ten business days of receipt. Funding will be disbursed on a first-come, first-served basis for proposals meeting CIBER’s criteria (please refer to the **Background Document** for more information). Please be aware that funding **cannot** be provided for travel to international conferences when the sole purpose is attending and/or presenting papers.

Applicant Identification Information

1. **Name of Applicant**:
2. **Applicant email address, campus phone number, GW address**:
3. **School/GW Unit of Applicant**:

Professional Development Description Section

1. Briefly describe the professional development activity for which you seek funding. Please include the full name and location of the activity and a website link (if one exists) where it is described in more detail. If you are attending a conference, please provide the name of the venue as well as the title and an abstract of the paper you are presenting. **(500 words max)**
2. Indicate how the activity relates to the general area of international business or business languages. **(150 words max)**
3. If you are attending a conference, is it your field’s main venue? If yes, please explain why you are not provided with departmental funding for it.
4. If you are attending a conference, explainhow the work you are presenting 1) meets our quality objectives; 2) relates to GW-CIBER’s focal areas; and 3) addresses GW-CIBER’s mandate of promoting U.S. competitiveness. Please see the **Background Document** for more information. **(300 words max)**

Budget Section

Please indicate all requested support (**not to exceed $750**) associated with this professional development request and explain how amounts were determined, etc. **(100 words max)**